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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change

 (NASA Only)**Subject: NASA Transportation and General Traffic Management****Responsible Office: Logistics Management Division**

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [ALL](#) |

Chapter 4. Cargo and Passenger Aircraft Charters and Leases

4.1 Approval of Cargo Aircraft Charters and Leases

4.1.1 Center TO/TM has the responsibility to determine requirements for the transportation of cargo by charter or leased aircraft. Prior to contract award, the Center's flight operations office, in accordance with NASA Aircraft Operations Management Directive (NPD 7900.4B), has the responsibility to review and concur with all Center contracts or agreements involving aviation operation and safety. Justification for use of chartered or leased aircraft shall be submitted with a detailed statement that the requirement cannot be effectively met by the use of regularly scheduled commercial services. If a Center does not have a flight operations office, support from another Center's flight operations office is required and shall be coordinated by the Aircraft Management Division (AMD).

4.1.2 Centers using leased or chartered aircraft services shall report each use to the Manager of the Agency Transportation Programs on a fiscal year basis. Data shall be submitted no later than 30 days after the end of the fiscal year. Reports will include the following information for each individual lease or charter:

- a. Description and weight of cargo.
- b. Type of aircraft used.
- c. Dates of use.
- d. Cost.
- e. Points of origin and destination.

4.2 Approval of Passenger Aircraft Charters and Leases

4.2.1 Each NASA Center shall establish procedures to charter commercial/military aircraft for the purpose of passenger transportation (classified as Other Official Travel) per OMB Circular A-126 and the policies of NPR 7900.3B, Chapter 4.

4.2.2 All flight requests for passenger transportation by commercial/military charter aircraft shall be documented on NF 1653 (Mission Management Flight Request). Flight requests shall be reviewed by the Center Chief Counsel for compliance with 41 CFR, Parts 101-37 and OMB Circular A-126 and approved by the Center Director. Requests shall only be authorized when:

- a. There is no common carrier transportation readily available from the point of origin to the destination and return.
- b. The time necessary to accomplish the trip by common carrier could jeopardize a crucial mission for which the travel is authorized.
- c. The actual cost of using charter is not more than the cost of using commercial/military aircraft.

4.2.3 Flights classified as Other Official Travel with Senior Federal Officials aboard shall be requested and approved in accordance with NPR 7900.3B, chapter 4.4, section 4.4.1.

4.2.4 Centers using leased or chartered aircraft services shall report such use to the Manager of Agency Transportation Programs annually no later than 30 days after the end of the fiscal year. Reports will include the following information for each individual lease or charter:

- a. Number of passengers.
- b. Type of aircraft used.
- c. Dates of use.
- d. Cost.
- e. Points of origin and destination.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [ALL](#) |

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